

Subject: INTERVIEWS, TIME OFF FOR

REFERENCES	SECTIONS
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm	GC: 19991
Memo of Understanding (MOU) http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm	Refer to Employee's MOU
Responsible Control Agency and Program	State Personnel Board Department of Personnel Administration
Other:	
Personnel Operations Manual (POM) section "Hiring Process Manual," page 41	http://www.documents.dgs.ca.gov/ohr/PO M/Hiring Process Manual1.pdf

Interviews, Time Off for

Policy

It is the policy of the DGS, pursuant to Government Code section 19991 and upon the employee giving his/her manager/supervisor two working days notice, to allow a reasonable¹ amount of time for an employee to participate in an interview (examination or hiring) without deduction of pay or leave credits, if the interview is scheduled during working hours.

Time allowances and restrictions

The table below depicts the allowances/restrictions applicable to various situations; however, refer to each Memorandum of Understanding (MOU) for specific language. These allowances/restrictions apply to interviews held locally or 35 miles or more from the employee's work location.

Exams	On a list*	Transfers	Other
<ul style="list-style-type: none"> Employee is granted State time to take exam with proof of length of exam Leave credits must be used for travel time with sup/mgr approval 	<ul style="list-style-type: none"> Up to 2 hrs State time including travel time; if more time is required, employee must use leave credits with sup/mgr approval 	<ul style="list-style-type: none"> Up to 2 hrs State time including travel time; if more time is required, employee must use leave credits with sup/mgr approval 	<ul style="list-style-type: none"> Out-of-class or stipulation placement is at discretion of sup/mgr to use State time (up to 2 hrs including travel time) Leave credits must be used for travel time and/or interview time if not sup/mgr approved
*Lists include: open, promotional, State Restrictions of Appointment (SROA)/surplus, re-employment, Department Restrictions Of Appointment (DROA)			

¹ A reasonable amount of time for the purpose of an interview (examination or hiring) is defined as the amount of time scheduled, which can be proven by written document excluding travel time. If no written documentation is available, up to two hours of State time including travel time is granted to the employee. For example, if an examination is administered on a spot basis in San Diego and the employee lives in Sacramento, this interview may involve the entire day part of which would be charged to the employee's leave credits.